



## OFFICIAL RESPONSES TO VENDOR QUESTIONS

### Temporary Nurse Staffing Services

No.	Question	Answer
1.	Can potential vendors submit applications to provide only short term nursing services or is it mandatory to provide both per diem and short term services?	The Department will accept applications for only Short Term nursing services.
2.	How many contracts does the State of New Hampshire intend to award from this RFA?	The Department is not setting a limit on how many contracts may be awarded.
3.	How much was spent on these services in 2017?	For Glenclyff Home, this information is not available at this time.  NHH spent \$586,895 in 2017.
4.	What is your current number of permanent, full time employees and vacancies by location?	Glenclyff Home has nineteen (19) full time nurses (RN and LPN) and five (5) part-time nurses. This does not include nursing managers. Currently, there are five (5) vacancies.  NHH has 123 fulltime nurses and 61 part-time nurses. Currently there are 7 full-time and 38 part-time vacancies.
5.	What are your current staff retention rates and do they vary by site?	This information is not available at this time for Glenclyff and NHH.
6.	Regarding the administrative tasks associated with staffing for this contract, is the Department agreeable to maximizing collaborative technology as well as performance of some work virtually? Is there a preference for how much administrative work regarding staffing is performed onsite?	The Department is open to some administrative work being done before a temporary nurse is onsite. Currently all the credentialing paperwork is done electronically.

**New Hampshire Department of Health and Human Services**  
**Temporary Nurse Staffing Services**



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7.	If a vendor has a current contract, do they still need to apply through this Request for Applications (RFA)?	Vendors who have a current contract which expires on 6/30/19 that do not have an additional renewal period available must reapply to provide services through this RFA. If you have a current contract and are uncertain whether there is a renewal period available, contact the Procurement Specialist listed in the RFA in Section 3, Application Process, Subsection 3.3, Application Submission Deadline, Paragraph 3.3.2, for more information.
8.	Can a vendor apply if they only have two (2) references?	Yes, a vendor can still apply but their application will be scored accordingly.
9.	Is this a new need?	No, the Department has been using Temporary Nurse Staffing Services for multiple years.
10.	Who are the vendors currently providing services?	This information can be obtained at <a href="http://sos.nh.gov/nhsos_content.aspx?id=8589972787">http://sos.nh.gov/nhsos_content.aspx?id=8589972787</a> Item #17
11.	What has been the performance of the current vendors?	The Department will not comment on the performance of other vendors currently being contracted with.
12.	Are financial statements mandatory or can a letter from an accounting firm and a letter stating an existing line of credit be acceptable?	Financial statements are mandatory but are kept strictly confidential during the RFA process.